

## **PACIFIC RISK MANAGEMENT `OHANA (PRIMO) INTERIM COORDINATING COUNCIL 2004-2005 WORK PLAN**

*E lauhoe mai na wa`a, pae aku i ka`aina.*

If everyone paddles the canoe, the shore is reached.

### **Background**

The National Oceanic and Atmospheric Administration (NOAA) Pacific Services Center (PSC) convened the second Roundtable of Federal Hazard Mitigation Partners in the Pacific Islands on March 16 to 18, 2004, in Honolulu, Hawai'i. This meeting brought together representatives from local, national, and regional agencies, institutions, and organizations involved in risk management-related programs and activities in the Pacific. The purpose of this meeting was to explore opportunities to enhance communication, coordination, and collaboration among this `ohana, or family, of risk management partners and stakeholders. Among the actions taken at the meeting were:

- ◆ Creation of a "canoes/paddles" conceptual framework for interagency communication, coordination, and collaboration among federal partners, as well as other agencies, institutions, and organizations, as a means to address issues of local, national, and regional concern, and that will serve as the basis for development of a joint regional action plan over the next 12 months.
- ◆ Activation of working groups, or *hui o hana*, in the following areas: Coastal and Ocean Observations and Processes; Data Management; Data Analysis and Decision-Support Tools; Communications Infrastructure and Information Dissemination; Post-Disaster Evaluation and Performance Indicators; Education, Outreach and Training; and Traditional Knowledge and Practices.
- ◆ Identification of a specific set of actions (e.g., workshops, inventories, and mechanisms for sustained dialogue) to be carried out by each *hui* over the next 12 months and intended to enhance the delivery and development of risk management-related information, products, and services.
- ◆ Formation of a Pacific Risk Management `Ohana (PRiMO) interim coordinating council to include two members, or steersman, from each *hui* and tasked with developing a draft joint regional action plan and coordinating council policies and procedures over the next 12 months.
- ◆ Agreement to convene again in 2005.

This document describes tasks and accompanying work products and timelines associated with activities of the PRiMO interim coordinating council (ICC) and their role in helping to ensure that actions taken at the 2004 meeting achieve their intended goal. Its particular focus is to outline a process for development of a joint regional action plan, coordinating council policies and procedures, and support of activities of the *hui o hana*.

### **Task I. Develop a draft joint regional action plan**

**Description:** The joint regional action plan will be based on the discussions held at the meeting and on review of a number of other strategic planning documents. It will most likely contain goals, objectives, actions, leads, and timelines. PSC will take the lead in developing an initial draft of the document, circulating it for review to the coordinating group, revising the draft based on the group's comments, and then convening the group (probably via phone conference) for further review and comment. The second draft will be circulated for wider review and comment, with the goal of a third draft available for final review by the coordinating group. The overall objective is to have a document available for review prior to the March 2005 meeting, ideally ready for approval

subsequent to discussion at the meeting. The primary role of the *hui* steersmen for this task is to provide timely review and comments.

**Products and Timelines**

Action Plan Draft #1 – June 2004  
PRiMO ICC Meeting-Steersmen – June 2004  
Action Plan Draft #2 – September 2004  
PRiMO ICC Meeting-Steersmen – September 2004  
Action Plan Draft #3 – December 2004  
PRiMO ICC Meeting-Steersmen – December 2004  
Action Plan Draft #4 – March 2005

**Task II. Develop proposed operating policies and procedures**

**Description:** Early drafts of PRiMO coordinating council policies and procedures will take the form of an outline of several possible operational schemes. They will be based on a review of operating policies and procedures used by other such groups elsewhere. Note that this outline will include specifics such as group composition, selection, and service. PSC will take the lead in developing an initial draft of organizational/operational options and circulate it for review by the coordinating group. In this instance, the outline will be circulated for review prior to the convening of the group noted above. The overall objective is to have an outline of recommended policies and procedures available for review prior to the March 2005 meeting and ready for approval subsequent to discussion at the meeting. The primary role of the steersmen for this task is to provide timely review and comments.

**Products and Timelines**

Policies and Procedures Draft #1 – September 2004  
Policies and Procedures Draft #2 – December 2004  
Policies and Procedures Draft #3 – March 2005

**Task III. Support activities of the *hui o hana***

**Description:** This task requires a more active role for the steersmen. Specifically, steersmen will query their *hui* on a quarterly basis regarding the status of the priority action items identified at the March 2004 meeting and prepare a very brief report. Also on a quarterly basis, steersman will ask their *hui* members to provide them with any meeting and/or training announcements, project updates, or other activities related to the *hui*. PSC will compile this information and share it with the entire PRiMO group as part of a quarterly activity report.

**Products and Timelines**

Hui Activity Report #1 – June 2004  
Hui Activity Report #2 – September 2004  
Hui Activity Report #3 – December 2004